

A Guide for Transfer, Returning, and Continuing Undergraduates

Welcome to Samford.

As a transfer student, we know that you have had some experience with college life already, but we want to make your transition to Samford University as smooth as possible. Therefore, we suggest that you take the following steps before arriving for classes on the first day:

1. You should receive a **Transfer Credit Evaluation** along with a letter from the dean of academic services for all prior college course work applied. If you have applicable AP, CLEP, or IB credit, the report of these exams should be submitted to the dean of academic services when your transcripts are submitted. Samford's college code for AP and CLEP is 1302. If your evaluation has not been received by May 1 for summer, fall and January term enrollment or by December 1 for spring enrollment, please contact the **Office of Student Records** at **(205) 726-2909**.

2. If you are currently enrolled at another institution, please ensure that the institution sends an official transcript to the Office of Student Records as soon as possible after completion of the coursework. You will receive an e-mail message notifying you that this additional transfer credit has been applied as well as the online address for viewing. A copy will also be sent to your adviser.

If an appropriate amount of time has passed since your transcript was sent and you have not yet received an evaluation of your credits, please call the **Office of Student Records** at **(205) 726-2909**.

3. Transfer credit evaluations and grades are available at **<http://portal.samford.edu>**. Samford does not mail grades unless requested to do so. If you need to receive a copy of your grades by mail, you may change your mailing option via the portal.

4. Contact your **academic adviser** and schedule a time for a personal visit or a telephone call to register for classes. If you have been admitted for the summer, fall, or January term, your adviser can register you beginning in May. If you have been admitted for the spring term, your adviser can register you beginning in December. The Office of Admission will supply you with a list of academic advisers.

5. If you have a previously diagnosed disability and wish to receive accommodations contact the **Office of Disability Support Services** at **(205)726-4078** or **(205)726-2105**. This office is in the Counseling Center located in Pittman Hall, rear ground level. Non-diagnosed students seeking accommodations also may contact Office of Disability Support Services for assistance. Non-diagnosed students should schedule an appointment with the counselor for students with disabilities for an assessment interview. Assistance is available in seeking an appropriate referral for testing, evaluation, and diagnosis. This evaluation will be at your own expense. It is

your responsibility to arrange for the forwarding of the evaluation results to the Office of Disability Support Services. For more information please access the Web at <http://www.samford.edu/groups/stuaff/accommodations.html>.

6. **Payment Terms:** All students' charges are payable on or before the e-bill due date for each term or semester. For charges and payments made after the e-bill statement date, review your account balance at "View Activity Since Last Statement" link on your e-bill before making a payment. Charges incurred during the drop/add period are due when incurred. All classes for the term or semester may be canceled in the case of nonpayment. The payment due date schedule and payment instructions are available at <http://portal.samford.edu>. Select the Samford Web Page tab, select Bursar, and make your selections from the links provided. For additional information, contact the **Bursar's Office** at **1-800-888-7214** or **broffice@samford.edu**.

7. To meet Samford's priority date, the completed **Free Application for Federal Student Aid [FAFSA]** or Renewal FAFSA must be received by the federal processor no later than **March 1**. The priority date is not a deadline; students may file the FAFSA at any time throughout the academic year.

8. If you returned your enrollment confirmation and your \$200 deposit to the Office of Admission, you indicated your wish to live on campus. If you have not yet heard from the **Office of Residence Life**, call **(205)726-2956** to obtain further information about living on campus and choosing a meal plan. All freshman and sophomore students are required to live on campus if they are not living at home with their parents.

9. If you plan to have a car on campus, you must register it with the **Department of Campus Safety, Beeson University Center 202**. You will be given the appropriate vehicle registration decal, which should be affixed to the exterior of the rear window on the left side (driver's side). Student decals cost \$20 and will be billed to your student account. Resident students will also receive a campus sticker to be placed on the inside front left corner of the windshield (driver's side). The campus sticker is required for access to campus through the southwest gate after the main gate is closed each night. Registration should be completed within two to three days of the first day of classes.

10. To obtain an ID card, the **Samford Card**, you will need to visit the **Department of Campus Safety, Beeson University Center 202**.

11. To obtain your **Post Office Box** and the combination to that box, go to <http://portal.samford.edu>. Choose the Online Resources tab, and then Student & Financial Aid. Your post office box and its combination are on the Personal Info menu. Check your box often for University communications.

12. If you will be living on campus and would like to receive a telephone authorization code that will allow you to charge long distance calls to your individual account, you must request it in person at the **Office of Telephone Services, Brooks**

Hall 340.

13. The **Convocation Schedule** you receive in your campus box contains important information regarding the convocation credits you must obtain to graduate. Direct questions regarding convocation requirements and convocation events to **University Ministries, Burns 203A** or call **(205) 726-2825**. Contact the **Office of Student Records** at **(205) 726-2910** for information on how many credits you have or need.

14. The **Health Form** and **Immunization Record** that you received along with your enrollment confirmation from the Admission Office must be submitted to **Student Health Services** before you can move in to the residence hall. You can access the forms at www.samford.edu/stuhealth. Student Health Services is located in Pittman Hall, rear ground level.

15. Questions? Please call 1-**800-888-7218** or **(205)726-3673**.